HALTON REGIONAL POLICE FORCE

FEASIBILITY REPORT

ON THE

BURLINGTON POLICE FACILITY

POLICE BUILDING
STUDY COMMITTEE

FEBRUARY, 1983

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PART I

INTRODUCTION

This report is intended to highlight the present working conditions of the Halton Regional Police Force Burlington District Station, located on Elgin Street, and to describe the proposed solution. The current facility does not befit the needs of a professional police organization, nor has it met these needs in the past.

The police organization has a primary goal to serve and protect the public that supports it. It is proposed that any efforts made to enhance and maintain a reputation of quality and efficient service has been unavoidably tarnished over the years by this small, outdated and inadequate facility.

The station itself should project a professional and complimentary atmosphere for both the people who work there and the public it serves. Regrettably, a City which has the third largest per capita income in Canada, also has one of the worst Police facilities.

It has been determined through the Feasibility Study Committee findings and several other reports, that the present building should be abandoned in favour of a new one-storey police building. The historic problems of the present facility as well as the insufficient available land space for future requirements re-affirm the need for a new police site and facility.

In Burlington there are approximately 115,000 citizens being served by this Force of 108 members. It is estimated that by the year 2000, there will be 170,000 citizens being served by an estimated 176 Police Force members.

A substantial investment is required and has been overdue in terms of meeting the police and public needs. In Burlington, a brand new police facility would provide the greatest return on any investment.

Organization of Report

The report is organized into two areas; Analysis of the Present Facility and Feasibility Study for Proposed Facility. These two parts will include the following details:

- History of Burlington Police Facilities. An overview of where the police have been stationed.

- Capital Works. The amount of money invested since 1979 on the Elgin Street facility.

- Problems. An outline of the inadequacies of Elgin Street facility.
- Study Committee Findings. The purpose and structure of this committee are discussed and the research findings are summarized.

- Conclusions & Recommendations. The recommendations of the Study Committee and subsequent costs are presented.

PART II

ANALYSIS OF PRESENT FACILITY

HISTORY OF BURLINGTON POLICE FACILITIES

1954 The Town of Burlington built a new two floor facility on Elgin Street. The 4000 square feet in the basement housed the Town of Burlington Police Force and the Provincial Court was located on the main floor. The building officially opened in 1955 with a Police Force of approximately 20 officers.

1958 On January 1st, the Town of Burlington amalgamated with Neilson Township and part of East Flamborough (Aldershot). The officers from these three areas formed the new Town of Burlington Police Force and were also stationed at Elgin Street.

1965 As the Town grew rapidly, so did the Police Force. Elgin Street facility became too small to house the 50 Police Officers now stationed there. Therefore additional office space was rented at 2010 Maria Street to accomodate the Juvenile Bureau and Special Services Bureau.

1968 The Town of Burlington built additions to the Aldershot Fire Station on Waterdown Road and the Fire Station located on Appleby Line. The Police building on Elgin Street was vacated due to inadequacies and the Force was now stationed at the above three sites.

This move negated the necessity to build one large Police facility, at that time.

1974 On January 1st, the Region of Halton was formed and the Burlington Police Force became part of the Halton Regional Police Force. For police purposes the City of Burlington became District Number 3.

1978 As a result of the members of the District being stationed at three separate facilities, there arose supervision and communication problems, which in turn affected morale. In order to keep a building open 24 hours a day, it required five officers to man the front desk. With three facilities 15 officers were required to man the front desks. A survey was conducted and it was found that there was an unnecessary waste of manpower because very few citizens attended the stations on Waterdown Road and Appleby Line.

As a result of the Ontario Police Commission's investigation of the Halton Regional Police Force it was found that operating out of three facilities created an unnecessary drain on supervision and manpower. It was therefore recommended that the officers in District No. 3 should be housed in one facility.

1979 Earlier in this year the Provincial Court had vacated the Elgin Street facility and after some renovations, the Police Force left the three sub-stations and returned to occupy the whole building.

CAPITAL WORKS AND COSTS FOR ELGIN STREET STATION

1979 On July 5th, the Board of Commissioners of Police approved the sum of $60,428 to be spent on renovations. The final cost of the renovation project amounted to $66,722.

The move back to Elgin Street enabled the police to utilize their manpower better, and thus a new Crime Prevention and a

1981 The reconstruction of the interior of Elgin Street resulted in the air conditioning system being ineffective. Furthermore, with the increased use of equipment, the electrical system was inadequate. The total costs of studying and updating the electrical and air conditioning system in April 1981, amounted to $16,700.

Other expenditures were required to remove a gas tank ($3,143), to repair part of the roof ($1,326), and to carry out additional construction to the interior ($2,897).

1983 In the past four years, the Region has invested a total of $90,788 in this building. This amounts to an average of less than $22,700 per year. It is proposed that the costs of keeping Elgin Street functional have been substantially less than alternatively leasing an adequate facility which might better suit the needs of the Police.

PROBLEMS WITH PRESENT FACILITY

The following inadequacies of the Burlington Police facility have been gathered from discussions with staff members, governmental reports and the attached report by John J. Harkness, Architect. (Appendix I)

Security

The existing site and facility layout were not designed to meet the needs of a Police Building from a security standpoint. The public has direct access to the lower level via the front stairwell and from there to the rest of the building. It is possible for someone to gain entry without even being noticed by Police personnel. The area where an officer escorts a suspect from the vehicle to the door of the

building should be in a confined area so as to eliminate any possible attempts of escape. At the Elgin Street Station there are open spaces all around. Once inside the doorway, the officer is exposed to potentially dangerous situations, because all persons in custody must be taken up or down the stairwell while being transported to and from the cells.

In a modern police facility the prisoners would be taken directly from the police vehicle, through the security garage and into a secure detention area.

Building Standards

The existing stairwells do not meet the standards of the Ontario Building Code and in the past have proven to be a stumbling block for true approval of the occupancy by the Building Department in Burlington. If expansion is considered, then the stairwells would have to be relocated at considerable cost to satisfy the Building Code.

Electrical and Mechanical Systems

The mechanical system is outdated and has insufficient capacity for any expansion purposes. In addition to the Architect's comments on the existing electrical system, it should be noted that the building would have to be rewired if an emergency generator is to be installed, as required.

In the event of a complete power failure, the importance of the police becomes even greater in order to prevent further disasters. Therefore, the police facility is required to have an emergency back-up system to keep its telephone lines operable, C.P.I.C. terminals in use and its video screens monitoring the cells. A generator will keep the office open and functional during emergency situations.

The air-conditioning system in the basement is also inadequate for the occupancy. It is noisy and extremely variable to weather conditions.

Water Problems

Over the years there have been water problems in the basement, due to the proximity of the creek bed and there is no guarantee that these problems will not recur. The roof of this building also has a history of leaking. Although work has been undertaken to fix this problem, it too may return.

Space Needs

The present building is too small for the 108 Halton Regional Police Force members working in and from it. This facility has two floors with a total gross area of 8000 square feet. Results of the Feasibility Study indicate that 18,000 square feet would be needed to satisfy future Police needs to the year 2000.

Expansion Problems

If an addition to the existing building was made, it would most likely be done at the rear. This would mean that the partitions which are all structural masonary would have to be rearranged to accommodate a raised or lowered addition. The first floor level is about 6 feet above ground level.

The existing building would require considerable structural demolition to allow for expansion. This would leave perimeter bearing walls standing wherever re-structuring takes place.

Should the building be expanded, the location of the existing security cells would be situated in the wrong place for easy access by police personnel. The costs to relocate the existing equipment would be more than the cost to replace it with new equipment.

Furthermore, the question would arise as to where the District operations would be housed during the protracted renovation period. The existing premises would be less secure than they are at present and would be uninhabitable as an operating Police facility.

Should expansion of the existing building still be considered, it could very easily result in a higher cost than a new building, with a less functional layout.

Public Reports - Findings

On November 9, 1981, a report from the Public Institutions Inspection Panel was presented to His Honour Judge James D. Carnwath. Some of the general comments made were:

- This building was not well set up for use of police officers and was a converted court room office.
- The windows are old fashioned and single glazed.
- Separation of the juvenile offices is needed for proper interviews to be carried out.
- The building was overcrowded.

The Panel recommended the following:

"The building should be refurbished with more energy efficient features such as double glazed windows. Renovations of the interior should include separation of the juvenile offices. It is suggested that exercise facilities be installed in the building to assist the officers in a physical fitness program."

As stated in the Ontario Police Commission Inspection Report of the Halton Regional Police Force in May 1982:

> "Number 3 District Headquarters which also accomodates Number 30 Division, is located in Burlington. This building is totally inadequate as a functional station. The Halton Regional Board of Commissioners of Police are aware of the inadequacies of this facility and plans are underway for the erection of a new station. In view of these circumstances, no further comment will be made concerning the condition and inadequacies of this facility."

Chief W.I.James Harding responded to this report by stating that it is the intention of the administration of the Halton Regional Police Force to use the Ontario Police Commission 1982 audit report, as a guide to future professional development and, in part, as a base upon which to build future budget requests.

A second report of the Public Institutions Inspection Panel was presented to His Honour Judge James D. Carnwath on November 8, 1982. With respect to the Burlington Police Station, this report stated:

> "The panel found that present working conditions were inadequate, but the building was well maintained. In the Panel's view a new and better facility is definitely needed."

The findings in these public reports re-affirm additional problems with the Elgin Street facility. Aside from the structural and mechanical difficulties stated in the reports, the building is totally inadequate as a functional station and a new and better facility is definitely needed.

PART III

FEASIBILITY STUDY FOR PROPOSED FACILITY

STUDY COMMITTEE

In light of the obvious inadequacies with the present police facility in the City of Burlington, research was required to determine what type of building and site requirements would be needed to accomodate present and future needs to the year 2000. Consequently the Halton Regional Board of Commissioners of Police appointed a Building Study Committee to research and report on this matter.

The members of this Study Committee are:

Commissioner J.R. Grieve, Chairman
Commissioner A.R. Oliver
Chief of Police, W.I. James Harding
Deputy Chief R.B. Middaugh
Staff Inspector A.J. Barratt
Mr. R.D. Hale, Administrator

Mr. John Harkness, Architect, was hired as a Consultant to review and report on building options open to the Police Force.

FINDINGS

Results of this feasibility study determined that for the year 2000 a building with 19,000 square feet would satisfy the needs for future police use, including the installation of the proposed computer room.

The present site is not large enough nor is there sufficient space available on the adjoining properties. The largest possible area available, is about 40,000 square feet. Although this would accomodate an expanded facility, there would be inadequate parking space for public and police vehicles. As well, many of the problems with the old building would remain.

The new site proposed is on the opposite side of Elgin Street and has a potential for 83,000 square feet. This site will more than accomodate the needs of a 19,000 square foot building, landscaping and parking area to the year 2000 and beyond. A new facility on this location would enhance the on-going revitalization of Burlington downtown core and would compliment the City and its respective citizens.

After the examination of several police buildings (Appendix II), it was unanimously agreed by the Study Committee that a one storey police building is the most satisfactory arrangement for the efficient use of police personnel.

The required 19,000 square feet would accomodate the existing overcrowded departments as well as a new conference room for community classrooms, meetings, and public awareness programs. It will provide proper exhibit and property storage areas as well as equipment and bike storage areas. Office space would be enlarged to meet the needs of each department and overall attitude and efficiency will be improved when a professional and complimentary atmosphere is provided. As outlined in Appendix III, the new building should consist of four sections, each abutting a central lobby which would be the focal point of the station. Provisions are also recommended for a fifth section to be added, if required at a later date, so that future needs can be met.

COST FACTORS

The costs estimates for a new Burlington Police Facility are outlined in greater detail in Appendix IV.

The figures were calculated by John J. Harkness in context with the June, 1980 tendering of the new Georgetown Police Building, Statistics Canada and the "Construction Index for the Cost of Building Material and Labour" in Ontario. With consideration of the Construction Inflation Index since 1980, the cost per square foot for a new facility would be $75.67. A new and adequate facility would cost in the area of $1,362,000.

With the current slow down in the economic sector the best time to build a new facility is right now. The competitive market place and favourable interest rates are two bonuses which may be lost if a decision is delayed.

CONCLUSION

In the past 19 years the floor space of the Burlington Police Station has doubled while its Force members has increased 5 1/2 times. The members have been moved and stationed at various locations so as to avoid making one central facility to fulfill the needs of the Force and the Public it serves. The time has come for the Halton Region and the City of Burlington to meet the present and future demands of both the police and the public.

A professional organization deserves a professional facility. Instead of just making the needs of the police and public fit an outdated and inappropriate facility, let us fit a new and adequate facility to the needs of the police and public.

RECOMMENDATIONS

As a result of the preceeding analysis and findings of the feasibility study, the Police Building Study Committee hereby submits the following recommendations:

1. THAT a new 19,000 square foot, one storey Police Building be constructed.

2. THAT the building be rected on the available land site across from the present facility on Elgin Street.

3. THAT the Police Force proceed to tender as soon as possible in order to achieve the most favourable construction costs for the new building.

4. THAT Regional Council be requested to approve the project and funding in the amount of $1.45 million (including contingencies), notwithstanding the fact that the 1983 Capital Budget has not as yet been approved by Council.

APPENDIX I

REPORT BY JOHN J. HARKNESS, ARCHITECT

"EXAMINATION OF OPTIONS TO EXPAND THE PRESENT ELGIN STREET POLICE STATION BUILDING FOR THE FUTURE EXPANSION TO THE YEAR 2000"

January 26, 1983

JOHN J. HARKNESS ARCHITECT
440 ELIZABETH STREET, BURLINGTON, ONTARIO.

January 26, 1983.

EXAMINATION OF OPTIONS TO EXPAND THE PRESENT ELGIN STREET POLICE STATION BUILDING FOR THE FUTURE EXPANSION TO THE YEAR 2000.

EXISTING BUILDING: The existing building was built in 1948, to house at that time, the Provincial Court Room, and the Town of Burlington Police Department. At that time, the Court facilities were on the second floor, and the Police facilities were located in the basement of the building. The building is of concrete bearing wall construction, with steel joists and concrete floor slabs, and steel joists, and concrete roof slab.

The existing electrical system has been reworked over the years, and is satisfactory for the size of the existing building.

The Mechanical system is in 1983 terms antiquated, and insufficient capacity for any expansion purposes.

The existing stairwells do not meet the standards of the Ontario Building Code, and during frequent revisions over the years to the building, they have been a stumbling block to true approval of the occupancy by the Building Department, in Burlington.

Over the years the building was converted to a total court room use, and then in 1979 converted to a total Police use. The basement has leaked over the years due to the pressures of the water table in the adjacent stream. The air-conditioning system in the basement area is totally inadequate for the occupancy.

Washroom facilities are spread out through the building. The security area exists almost as originally installed, and has been most unsatisfactory in terms of present use. The present building is too small for the number of officers working in it, at this time, and the efficiency of the Police operation reflects this.

BUILDING SITE: At the present time, the Police Building occupies a site of approximately 20,000 square feet, with 4,000 square feet used by the actual building. The two storey building totals in area 8,000 square feet. It is possible in the future, for the City of Burlington to provide additional area for the future expansion of the building, but the limit of building site would total approximately 40,000 square feet.

FEASIBILITY STUDY: Results of a feasibility study with regard to the new Police Building in Burlington, determined that for the year 2000, a building 18,000 square feet in area, would satisfy the needs for future police use. If the maximum site is 40,000 square feet, and the building consumes 14,000 square feet, there would be insufficient parking on the site, and additional parking would have to be provided for police vehicles and personal vehicles.

The Feasibility Study carried on, resulted in examination of many single storey police buildings and two storey police buildings. It was agreed unanimously that the one storey police building is the most satisfactory arrangement, which can be made for efficient use of police personnel.

The new site proposed for the new building, on the opposite side of Elgin Street has a potential for 83,000 square feet which will more than accommodate an 18,000 square foot building, landscaped area, and parking area, for future growth to the year 2000.

FACTORS TO CONSIDER:

1. The existing site is too small for the growth to the year 2000.

2. If an addition was put on the existing building, it appeared from the feasibility study, that a one third, two third split of the occupancies was most satisfactory. Therefore, an addition of 10,000 square feet at grade would be made to the building, probably at the rear, which would mean that the partitions, which are all structural masonry would have to be rearranged, at substantial cost to provide adequate public entrance, and interrelation of the various internal spaces.

   The feasibility study determined that the Police Department would like any member of the public attending to the Police Building to be readily dispatched from the front desk into the Administration Area, or the Crime Prevention Area, or the Criminal Investigation Area, immediately off the entrace foyer. Considerable rearrangement of the existing interior partions would be required to facilitate this.

3. The main public entrance to the existing building is reached by going to the second floor. The majority of public areas are required on the lower level of the Police Building. This would mean the majority of people would go up, and then down a floor.

FACTORS TO CONSIDER:

3. The existing building would require considerable structural demolition, which would leave the perimeter bearing walls standing. The cost would be outrageous.

4. The existing Mechanical and Electrical services to the building are adequate for the present building, but for any future building they would be abandoned. The cost to make use of them, would be more than the cost to replace them with new ones.

5. There have been water problems, in the basement, over the years, in the existing building, and there is no guarantee that these will not recur.

6. The stairwells in the existing building would have to be relocated to satisfy the Building Code, in any major renovation to this building.

7. The existing security cells built in 1948, are inadequate, and in any building addition would be in the wrong location, for easy access for Police personnel, and persons being incarcerated. The cost to repair and relocate the existing equipment would be more than the cost to replace it with new equipment. In other words, the entire internal partition and services in the existing building would have to be abandoned, probably at a higher cost than the new building.

I trust this meets with your approval.

JOHN J. HARKNESS, F.R.A.I.C.

APPENDIX II

POLICE BUILDING SITE VISITS

POLICE BUILDING VISITATION # 1.

NIAGARA REGIONAL STATION,
NIAGARA FALLS, ONTARIO.

PRESENT: Staff Inspector A. J. Barratt, John Harkness, Niagara Regional Police Chief.

PURPOSE: The purpose of the meeting was to review the existing building, for any ideas, which might prove useful, in the design of the new Burlington Police Building.

Niagara Regional Police Station is located adjacent to the City Hall, in Niagara Falls, Ontario, and is a split-level concept building, with a single storey open plan concept administration area, housing the Police Chief's Offices, the Staff Seargent, and other miscellaneous, C.I.B., Youth Bureau, Court Clerk, Identification, and auxilliary activity areas.

It was actually a ring corridor, with private offices around the perimeter of the builting with full window wall on the exterior, and the interior core was a storage space and washrooms.

This Administration was connected to a two level building by a common corridor, which included a stairwell going to the upper level, and the lower level of the two level building. This was public area off which there were public washrooms.

The Upper Level of the two storey building housed all the uniformed officers' locker rooms, meeting rooms, parade room, and female uniformed staff quarters.

The Lower Level housed all the incoming garage, and service areas, the holding cells, the booking areas, and a small interview room.

Generally the building was well maintained. It was heated by roof-top heating and air-conditioning units. In fact, what was conceived as open-plan concept office space, to allow for great flexibility in rearrangement of spaces, was in fact very inflexible, because there was no way to allow for changes in electrical and telephone communication systems.

Things of note in the building, which were worth considering:

1. Superintendent's Office has a private washroom and closet.
2. All office areas had a chair-rail, to prevent damage to the drywall.
3. The Stationery Storage Area had a simple mail-box for the storage of narcotics. The exterior doors were locked by use of a combination digitial touch lock, which would open upon the right combination of buttons being pushed.

POLICE VISITION # 1.

4. The Meeting and Parade Room had a folding partition, which could be rolled out of the way to allow for a larger room. It really isn't suitable for ongoing parade activities, if a large meeting is in progress.

5. The Police Chief's Board Meeting Room was also used a Library, and had a place for the making of coffee, and the phone for immediate access, to communications.

6. Throughout the building there was a secondary communication system, which was not connected to Bell Telephone.

7. In their public space, there was a display space for Police Artifacts.

8. All the floors were ceramic tile,in the services areas the building had a paper shredder, an emergency generator for power supply, in the event of a power failure, and it had a storage garage for their emergency task force vehicle, and in the garage area, there were yellow lines painted on the floor, which demarked where the car should stop. This allowed for considerable space around the perimeter to remove prisoners. The major problem was occassionaly a police officer would forget to close a car door, and remove the car door when he backed out.

9. The major feature of this building, which was worth consideration, was the split level aspect, however, features such as the open-plan concept, the public area, the communication's centre, were not as effective, in their operation.

JOHN J. HARKNESS, F.R.A.I.C.

POLICE STATION VISITATION # 2.

YORK REGIONAL POLICE,
RICHMOND HILL STATION.

PRESENT: Staff Inspector A. J. Barratt, John Harkness, York Regional Police Personel.

PURPOSE: The purpose of the meeting was to review the existing building, for any ideas, which might prove useful, in the design of the new Burlington Police Building.

The Richmond Hill York Regional Police Building is located on Major McKenzie Drive on a large open site one thousand feet from Yonge Street. The building is of brick veneer, masonry bearing wall construction, with vertical metal siding to accent the sculptural features of the building.

There are separate parking areas for the public, for the detectives, and for police vehicles. The building is a multi-storied building, with generous window areas. The public enters at the second level of the building into a large open air lobby, part of which contains a two tierd control desk. The outer tier is for storage of files, and the inner tier is for the communications control's centre.

The design of the inner desk was inefficient from our point of view. The public lobby area was far too large. The Staff Seargent's office viewed the control desk, but had a very shielded view of the public entering the building. It actually was adjacent to the vestibule doors, for the building entry, however, this was a criticism raised by the police officiers.

The Secretary worked in the area outside the inner tier, but inside the outer tier of the control desk.Off the large entrance foyer was a large classroom area which could be used for instruction of the officiers, or for public meetings.

The Administration area was also off the foyer, with the administration offices, including a board room for meetings. Off the open foyer was a stairwell down to the uniformed officiers' locker rooms, in the detention areas.

The building was intended to be a secondary division building to the main central headquarters building, which is located in Newmarket.

One of the major criticisms of this building was the location of the cells to the administration area. It is a considerable length to go, because they are at remote ends of the building. Throughout the building there are many storage areas, which seemed to be ineffectively used.

POLICE STATION VISITATION # 2.

YORK REGIONAL POLICE,
RICHMOND HILL STATION.

As an Architect, my view of the building is that the designer created a three dimensional form, and then began to squeeze all the necessary ingredients into this form.

The heating and air conditioning system is for want of a better word, antiquated.

The building, from our point of view did not have the spontaneity or any exciting ideas, which we could incorporate into the new building. It probably serves the York Regional Police well, however, there are built-in design features, which will cause problems, in the future, when new systems of communications develop.

Features, which should be considered for the new building in Burlington are: their bicycle storage area had a neat trick for storage of car tires above the level of the hook for the bicycles.

JOHN J. HARKNESS, F.R.A.I.C.

POLICE BUILDING VISITATION # 3.

DURHAM REGIONAL POLICE,
SUNDERLAND DIVISION STATION,
SUNDERLAND, ONTARIO.

PRESENT: Staff Inspector A. J. Barratt, John Harkness, Division Inspector.

PURPOSE: The purpose of the meeting was to review the existing building, for any ideas, which might prove useful, in the design of the new Burlington Police Building.

The Durham Regional Police Building at Sunderland is a small, two storey masonry bearing wall construction, square in design building, with public access to the administration area on the second floor, and garage access at the lower level, at the side of the building. The actual space was simply divided into a common general office in the centre of the building, around which were located small offices, for the various activities of the building.

The Inspector's office was adjacent to the entrance, off the public corridor, along with the Justice of the Peace, and a spare office.

The design of the building probably suited the casual style of operation needed for the more rural area.

The basement area had no holding cells, simply storage for evidence, and washrooms for the Staff.

Things of note in the building, which were cause for concern:

1. Duct outlets on the floor, prevented movement of furniture into arrangements necessary for their activities. Pac-pole units which are easily relocated were not used, which have allowed them to move telephone and electrical outlets easily.

2. In the Lunch room area, all the briefcases were housed in a large cubicle storage wall, however, the doors were always open, and it would appear to be messy, at all times. The radios and other notice boards, and coffee machines were all located in the same simple space.

3. One good feature of this building was a small room set aside for storage of firearms. This included a cupboard for notebooks no longer used by the officiers. It is a permanent storage area for this material.

In addition there was the traditional mailbox for storage of drugs. It was apparent that this building suitably looked after the needs of this police division, in a rural area, and it had plenty of room for future expansion of the force. At the present time, there are ten vehicles operating out of it, using propane. There are fifty persons operating out of this building.

JOHN J. HARKNESS, F.R.A.I.C.

POLICE BUILDING VISITATION # 4.

PEEL REGIONAL POLICE,
22 DIVISION,
HIGHWAY # 10,
BRAMPTON, ONTARIO.

PRESENT: Staff Inspector A. J. Barratt, John Harkness, local police personel.

PURPOSE: The purpose of the meeting was to review the existing building, for any ideas, which might prove useful, in the design of the new Burlington Police Building.

This new building, located on Highway # 10, gives the impression of space-age technology, and in fact it is two buildings, separated by a common entrance foyer, one serving the Regional Police Headquarters, the other serving 22 Division. We only viewed the facilities of 22 Division.

This building is designed as a two storey building with administration and investigation offices on the upper floor and the detention and storage areas on the lower floors. The floor plan matches the building for # 12 Division on Dixie Road, which was viewed earlier for ideas, when the Georgetown Police Building was designed.

In fact the building was a disappointment in that there were many features, which from a design point of view, were not successful.

1. The windows in the building are designed to allow natural light into the space, but will not allow anyone to see into the building. They are in fact, double glazed, thermally broken, aluminum window units, with blinds hung on a forty-five degree angle, which will in future prove to be a problem. From a human point of view, to work in a space where you cannot see something in the distance, it becomes very distressing, after a time.

The rooms are all concrete block and the heating units are hung just below the window sill, at a very high point, and in fact this proved to be technically a problem, in the Winter, because the space would not heat. With convection and extreme cold, striation of the air appears to be occuring, and this in turn gives an unfavourable environment for working. In fact, in the cold of last Winter, apparently some of the windows over the corridors were dripping water which had condensed on the cold window frames.

Generally the features of the building are very contemporary in their design, and the Communications System is very complex with the systems monitoring doors, air quality, and movement of people. This might be necessary in large urban centres, however, consideration should be given to the simple flow of people with some control, yet not cost a considerable amount of dollars for ungoing maintenance.

POLICE BUILDING VISITATION # 4.

PEEL REGIONAL POLICE,
22 DIVISION,
HIGHWAY # 10,
BRAMPTON, ONTARIO.

This Division had a project room, which was used for specific unusual occurances, where a group of officiers can set up their office with phone communications, and maps for a special project and not disturb the ongoing C.I.B. Personel.

In the Report Writing Room, a report rack, shelf holding clipboards, was mounted along the wall, which was a reasonable idea.

In the Breathalizing Room, the breathalizing unit was recessed into the counter.

In general, the building is interesting, however, consideration should be given to the amount of security required for personel working in the building. It is one thing to have total security and yet another thing to have a pleasant environment, for people to work. This was discussed with regard to the Burlington Police Building.

JOHN J. HARKNESS, F.R.A.I.C.

POLICE BUILDING VISITATION # 5,

TORONTO METROPOLITIAN POLICE,
33 DIVISION,
DON MILLS, ONTARIO.

PRESENT: Staff Inspector A. J. Barratt, Robin Hale, John Harkness, Division Inspector.

PURPOSE: The purpose of the meeting was to review the existing building, for any ideas, which might prove useful, in the design of the new Burlington Police Building.

The new building, which is not yet occupied, by the Police personel, is located in an industrial subdivision, where an old building was removed and replaced with a new building.

From the exterior it is a masonry bearing wall structure, with a large expensive entrance sky light to light the public reception area. The building is in fact two floors, however, the elevations of each half of the building are so arranged by access from the landing stairwells to in fact provide four levels of building. The lowest level contains the storage areas, and janitor's quarters, and the exercise rooms.

The next level is the elevation of the public entrance, which also contains the community services room, the youth bureau, and the detention quarters. The sally port is also accessible at this level from the rear of the building. The arrangement of the detention cells was not too good, in that it could in fact be viewed from the front desk if doors were left open.

The Staff Sergeant's Office areas were large and the checking in of incoming personel was interesting. There were storage shelves for guns, areas for mounting of clipboards on pegboards, areas for shotguns and ammunition storage, areas for key storage, and another cupboard for storage of radios, and battery chargers.

On the next level on the opposite side of the building was located the uniformed personel locker rooms, and lunchroom facilities. The parade room was separated by vinyl folding partitions, and there was a fairly good kitchen and coffee area, off the lunch room.

The report writing room was located adjacent to the locker room, and the female staff quarters were also on this level. On the upper most level were the administration office areas and the C.I.B. office areas with a separate stairwell to the detention area for bringing personel up a private access to be interagated in the detective's C.I.B. Area.

Things of interest in the building which were cause for concern:

1. There were no provisions for video in this building. It would appear that the Toronto force is not interested in giving the courts any additional excuse to criticize them by providing a video facility.

POLICE BUILDING VISITATION # 5.

TORONTO METROPOLITIAN POLICE.
33 DIVISION,
DON MILLS, ONTARIO.

They rely on their personel getting up and walking back to view the cell areas, on a very regular basis.

The Youth Bureau off the entry foyer was simply a room and off this room was a room for interviewing families and youth in question.

The flow patterns were not that great. In the lobby area behind the entry counter were standard desks which the officiers use. There is no telex but there will be a Sepic Unit.

The communications system was interesting in that the police station would operate using four outside lines. A secondary phone system with five lines could be used by inter-office personel, and for detectives phoning out gathering information. This meant that the four outside lines for the general use were not tied up by the detectives. In the cells alarm buttons were located in addition to the sally port and the booking area. The property room was divided with a wire screen, floor to ceiling.

In the lunch room bulletins were mounted on a wooden board which was closed off by locked glass sliding doors, this was for court notices. So there was no excuse for an officier missing his court date.

In a general sense the building windows were not too useful. A large sky light at the front of the building was screened off so that anyone outside the building could not shoot into the building, which was ridiculous, while on the administration side of the building the simple rectangular windows looked out onto the roof of the next building. This is where the C.I.B. and Division Inspector's Offices were located.

In general the scale of operation is different from the Burlington or Oakville, or Georgetown, and in fact the building will ultimately handle 450 officiers.

JOHN J. HARKNESS, F.R.A.I.C.

POLICE BUILDING VISITATION # 6.

32 DIVISION,
TORONTO, ONTARIO.
WILLOWDALE STATION.

PRESENT: Staff Inspector A. J. Barratt, Robin Hale, John Harkness, Division Personel.

PURPOSE: The purpose of the meeting was to review the existing building, for any ideas, which might prove useful, in the design of the new Burlington Police Building.

It was suggested that we review 33 Division in that it has been in operation since 1975. The building is simply of two storey masonry bearing wall construction built in the shape of a Y, with double loaded corridors off a central foyer at the intersection of the three legs of the building.

The control desk is located on the ground floor. At this point the building had no features which were unusual or should be considered for the new Burlington Police building.

It was arranged on the site off Yonge Street, with saturated parking areas, however, there was a maintenance garage attached to the rear of the building.

The traffic division was also located in this building for all of North York.

JOHN J. HARKNESS, F.R.A.I.C.

APPENDIX III

PRELIMINARY REQUIREMENTS FOR A NEW BURLINGTON STATION

BURLINGTON STATION

GENERAL

The building should consist of four sections, each abutting a central lobby which can be the focal point of the station. The four sections envisaged are Administration, Uniform operation, C.I.D., and Service. To consider future growth, certain support services will be housed in the existing structure with a view to moving into a fifth section, i.e. Support Services, which may be built when needed.

Security doors off lobby, controlled by desk operator.

Administration

Stenographer/reception area, with room for filing cabinets.
District Commander
Operations Inspector
Boardroom
Washroom and clothes closet area.

Uniform

Station Duty desk overlooking the lobby.
Interview room immediately off lobby.
Public washrooms immediately off lobby.
Staff Sergeant office, having access to desk - computer terminal.
Sergeant office having access to Parade Room.
Parade Room to accommodate 15 seated men and podium.
Report Room. Computer terminal.
Traffic Safety with storage room for equipment.
Traffic enforcement office.
Court Clerk area, with filing capability abutting desk area.
Drying room off service entrance.

Locker room - male - to accommodate 76 officers, now.
Locker room - female - to accommodate 8 officers, now.
Fitness area with access from male and female lockers.
Built-in boot cleaning, made of easy clean material.
Storage for briefcases.
Lockers built in to prevent accumulation of garbage on top.
Lunchroom with kitchen area - Ladies Lounge.

Service

Security garage with two access doors - automatic.
Male and female booking room, each giving access to individual cell blocks.
Breathalyzer room - access from garage.
Black line on floor for testing.
Juvenile holding cell - separate from cell block with no access.
All of above wired for TV monitoring.

Storage, to cover found, seized, exhibits (open back lockers with inside locking for continuity built into wall).
Shelving to store small and large items. Separate area for liquor. Small quarterstores area or closet for supplies.
Bicycle storage room - 120 bicycles, access from outside - hanging racks.

C.I.D.

Commanders Office
Youth N.C.O. Office.
Section Supervisor's Office.
Crime Prevention Office.
Major projects room.
General Office - to accommodate existing countertops, to have 18 investigators.

Utility room - built-in cabinets for briefcases, clothes closet, coffee maker, etc.

Steno/reception and clerk typist area (2)

Interview rooms - direct access to cell block and one access to C.I.D. One way viewing mirror in one.

A computer terminal.

Other

Avoid hallways if possible.

Telephone jacks - intercom separate?

Wire for TV monitoring of security garage, cell blocks, individual cells, Breathalyzer room, Juvenile holding room, parking lot.

Security doors in lobby, each to open onto reception, i.e. District Commander Secretary, C.I.D. Secretary, Staff Sergeant, District Clerk.

Access to building, public from lobby. Staff door from parking lot. Security garage. Door to storage and bicycle access from parking to facilitate unloading.

All access controlled from desk.

1982 (1981 Official Census - 114,853)

Total sworn strength: 97 Civilian: 11 See Organizational Chart.

1986 Projected 133,000 - being revised upward.

Impact on policing. See Organizational Chart II

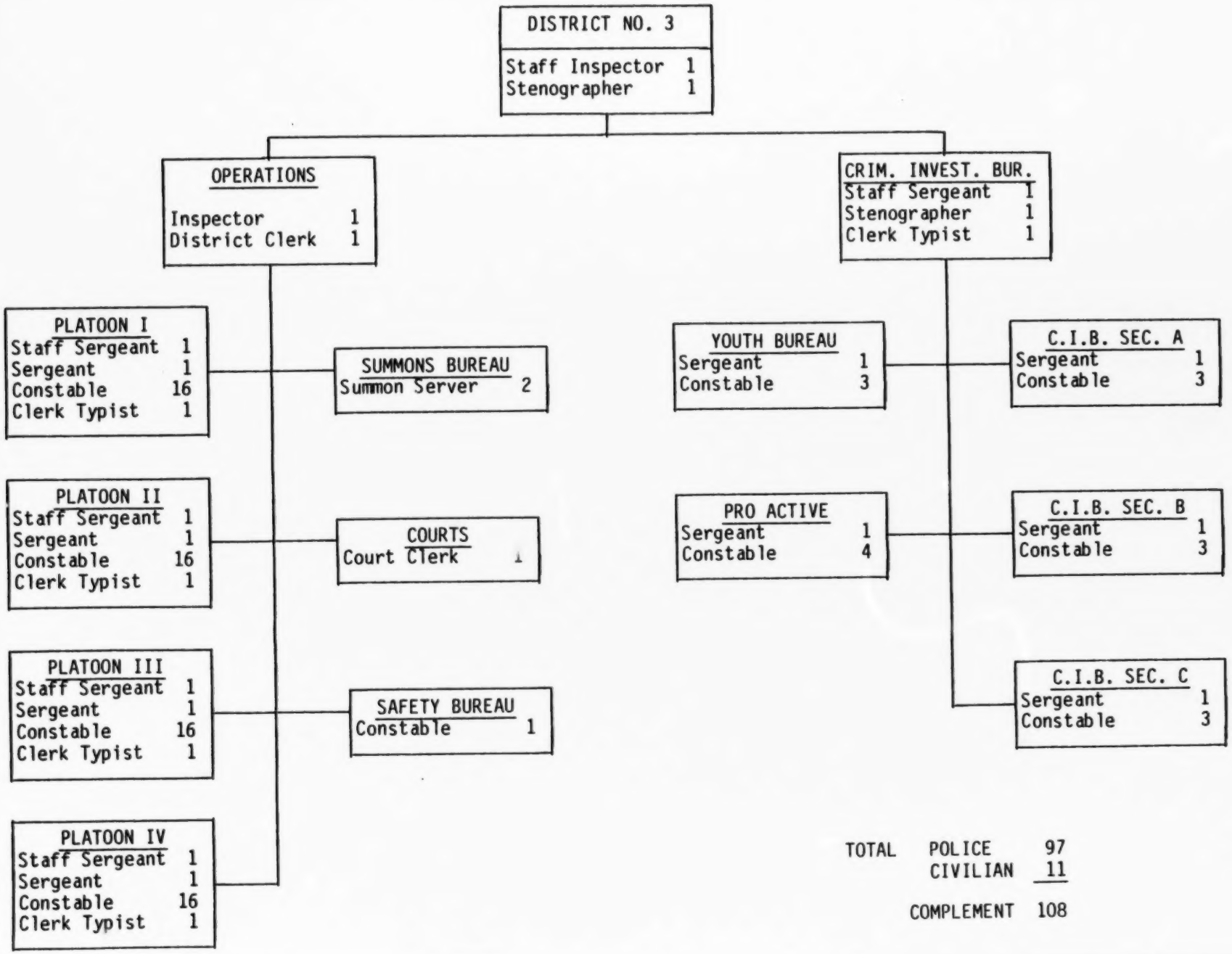
Total sworn estimate: 120 Civilian: 12

2000 Projected 170,000

Impact on policing. See Organizational Chart III

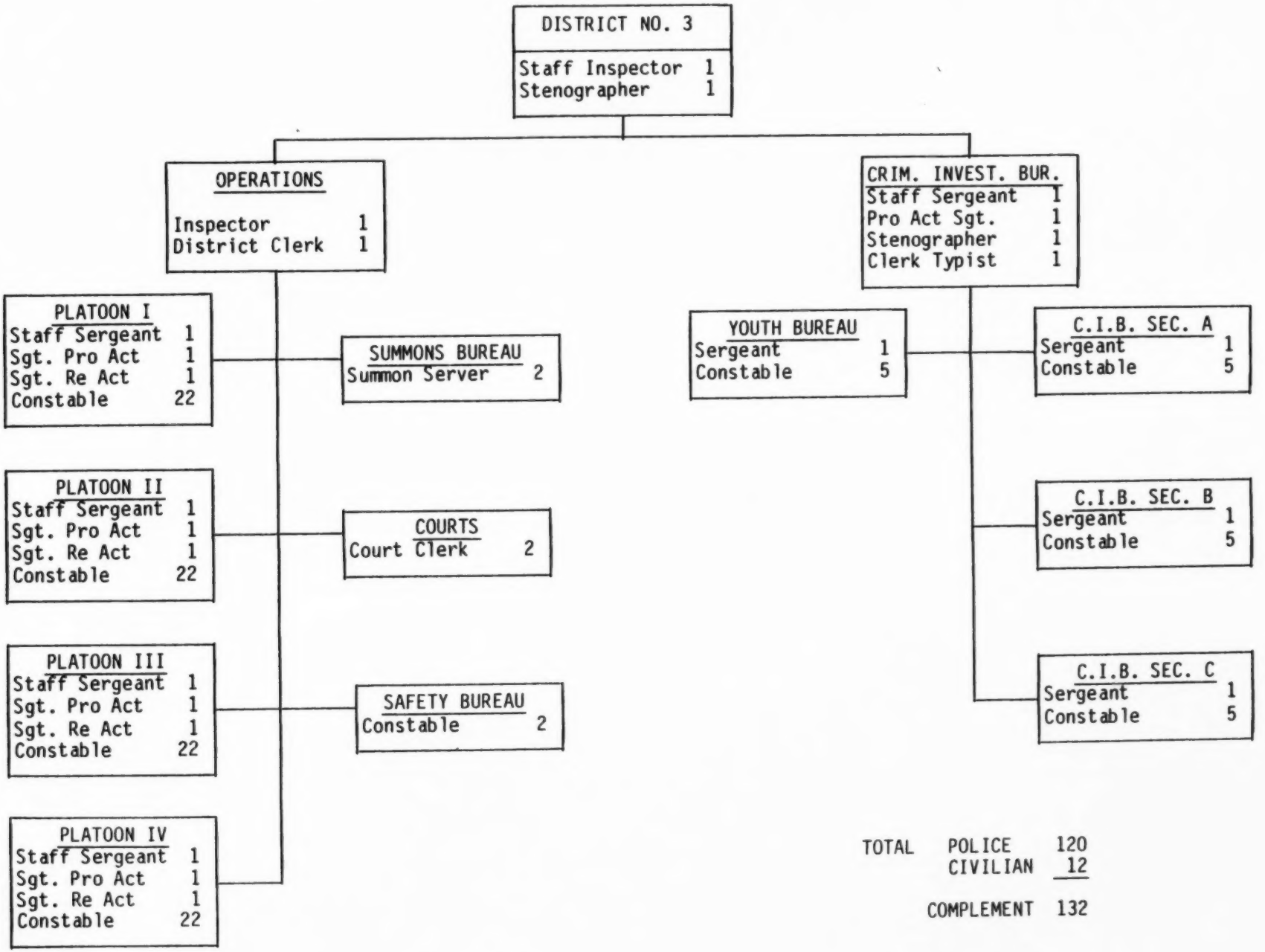
Total sworn estimate: 163 Civilian: 13

ORGANIZATIONAL CHART I
1982



TOTAL	POLICE	97
	CIVILIAN	11
	COMPLEMENT	108

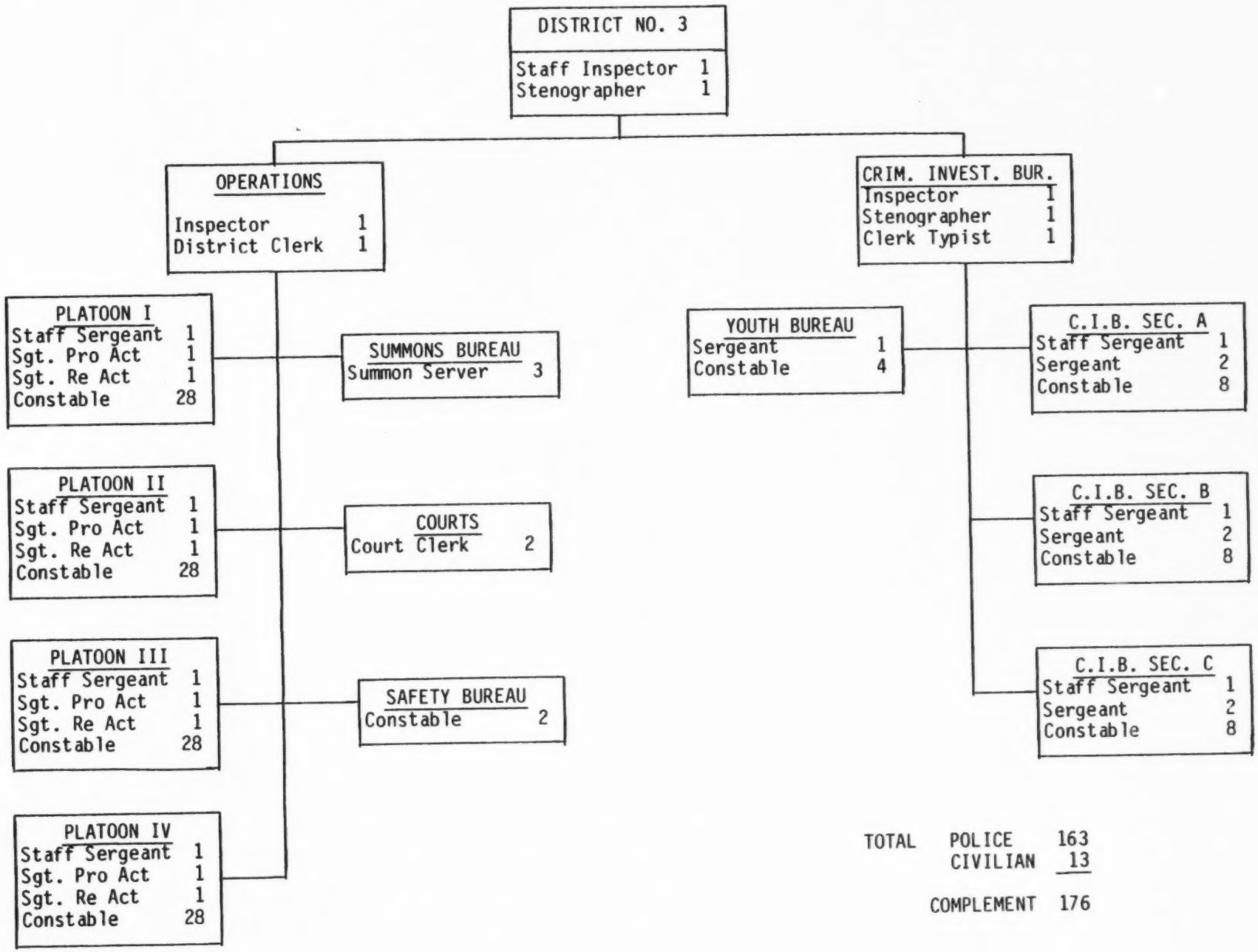
ORGANIZATIONAL CHART II
1986 PROJECTED



TOTAL POLICE 120
CIVILIAN 12

COMPLEMENT 132

ORGANIZATIONAL CHART III
2000 PROJECTED



TOTAL POLICE 163
CIVILIAN 13

COMPLEMENT 176

APPENDIX IV

REPORT BY JOHN J. HARKNESS, ARCHITECT

"COST ESTIMATE"

January 10, 1983

JOHN J. HARKNESS ARCHITECT
440 ELIZABETH STREET, BURLINGTON, ONTARIO, 637-7352.

January 10, 1983.

Mr. R. D. Hale, Administrator,
Halton Regional Police,
Box 2700,
White Oaks Boulevard,
Oakville, Ontario,
L6J 5C7.

Re: Burlington Police Building.

Dear Sir:

In response to your request for a Cost Estimate for the above-mentioned project, the following information is provided:

The Georgetown Police Building tendered June 5, 1980, is a structure of similar occupany to the new Burlington police building. It has the equivalent number of rooms and activities conducted inside will be similar. The exceptions are that the Burlington building is more than double the size and has security garages. The manpower complement working in the building is much greater.

For budget purposes, in these times of hardship and unemployment, it is more difficult to estimate a few months ahead, the possible costs of the building, because so much depends on the economy and whether it will continue to stagnate or get better.

In discussion with "Statistics Canada" and reference to the "Construction Index For The Cost of Building Materials and Labour", in Ontario, the following is evident.

Base Year	Index
1971	100.0
June 1980	225.4
June 1981	247.9
June 1982	259.7
(Assume) April 1983	275.0

To get the Budget Cost, it would seem prudent to use this actual inflation Index and compare the cost of the Georgetown Building to the Proposed Burlington Building.

Re: Burlington Police Building.

Georgetown Police Building

Area, 7,972 sq., ft.
Cost, $494,397.00
Unit Cost, 7,972 sq. ft. divided by $494,397.00 = $62.02.

Burlington Police Building

Area, Total Building, 18,998 sq. ft.
Less Computer Room 992

New Area 18,006 sq. ft.

Estimated cost using Construction Index, $\frac{225.4}{275.0}$ X $62.02 = $75.67

Cost, 18,006 X $75.67 = $1,362,211.13

Things that should be considered:

1. The Burlington Building is larger and the unit cost will more than likely be less than $75.67 due to the cost of the same number of parts being spread over a larger area compared to Georgetown. An accurate estimate cannot be determined until working drawings are more complete.

2. The economy is such that if the building is tendered in late March or early April it will be welcomed by all General Contractors and the price will be very competitive. If it is delayed, the cost will increase, if the economy improves during the summer of 1983. Early Spring will be a building buyer's market.

3. The Georgetown Building was built in an area more remote, from the point of view of Contractor's bidding, so we should get a more competitive price in Burlington.

4. The estimated cost should include all building and site work requirements. Video for the security area will be transferred from the Elgin Street Building, since it is relatively new.

I trust this Budget information meets with your approval.

Yours very truly,

JOHN J. HARKNESS, F.R.A.I.C.